Validating OMPF for Officer Military Evaluations

OER (DA Form 67-9) & AER (DA Form 1059 series)

Slide Purpose: Provide any officer, commander, and human resource manager the tasks which must be accomplished to validate that all military evaluations rendered have been placed properly in an Army's official military personnel file (OMPF) and to identify what evaluations are still needed.

Focus for this presentation is on OER & officer AER, all components. While a similar focus is important for and will works with NCO & NCOER a separate presentation will be created as some of the "how to" information is different.

The primary focus is on evaluations but the process works for all documents that should be in an OMPF.

Why validate military evaluations in OMPF?

1. From the Army's perspective: All evaluations rendered by rating officials should be in an OMPF for use as designed – providing rating official input to selection boards and for career management decisions.

2. From an individual perspective: You want to keep your OMPF up to date so documents (particularly evaluations) can be used to get you selected, promoted, or assigned, and so you don't have rush at the last minute before boards.

3. The HQDA level application used for processing reports contains many DA Form 67-9 OER, back to 1997 which were received at HQDA, rejected, but never corrected or returned. Many of these OER can be found, fixed easily, and placed in OMPF. In the next year we will lose this ability. DA Form 67-8 reports can no longer be processed.

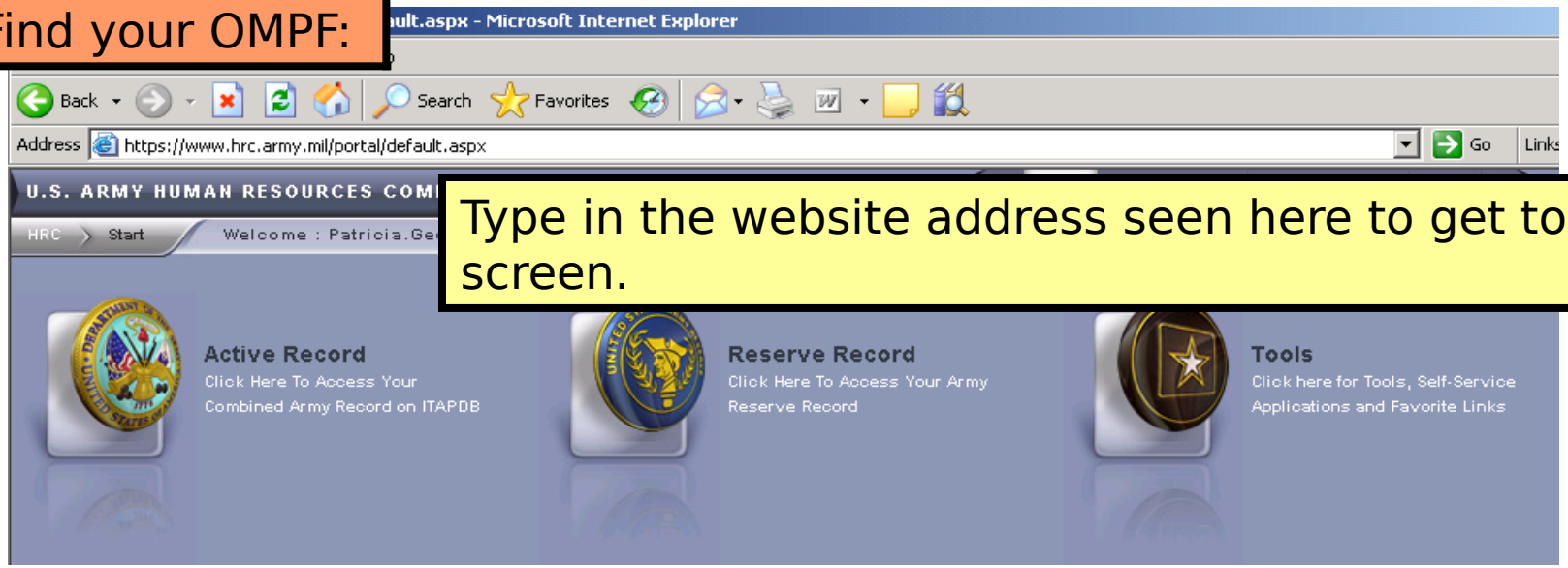
4. Changes made in 2007 to synchronize evaluation processing standards abruptly impacted information routinely used by Army Reserve units to administratively track evaluations. There was/may be an expertise void in knowing how to find and fix problems. This will alleviate that problem.

Individual Tasks (fastest method):

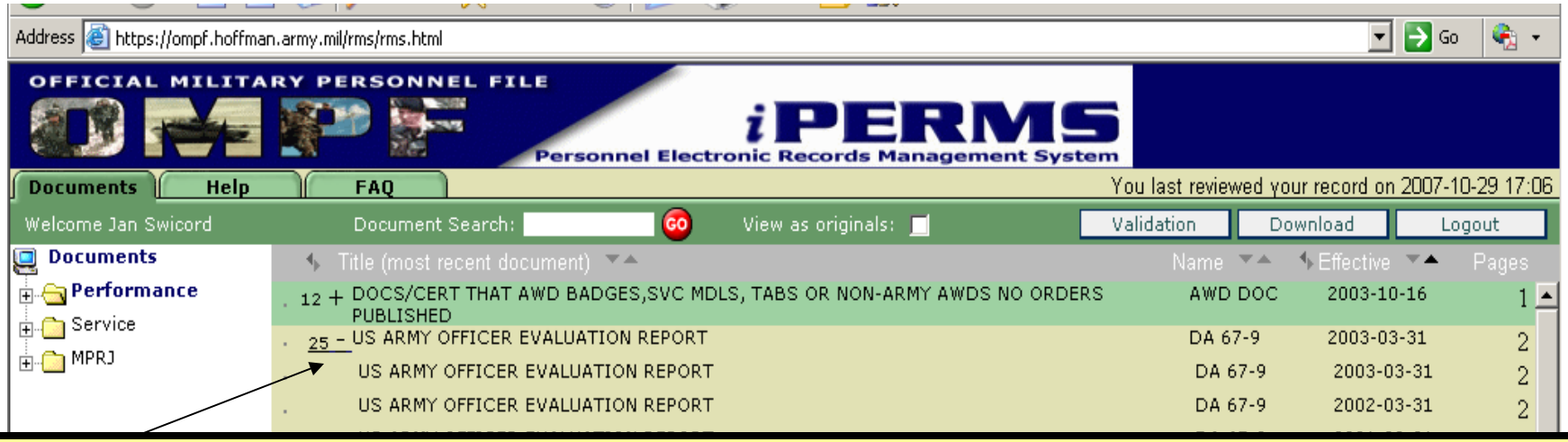
1. Each officer checks his/her Official Military Personnel File (OMPF) and validates the presence of all military evaluations (DA Form 67-9 OER & AER). Validate other OMPF documents also.
2. If OER or AER, known to be rendered (signed), are found missing send an email to tapcmse@conus.army.mil stating officer rank and full name (SSN if possible) and FROM & THRU dates of missing report(s). Eval Systems Office will see if any OER (or dates close to it) is in-house. They will reply with instruction on steps needed to file the in-house copy in an OMPF. They will also instruct how to send in a copy if one is needed.
3. For gaps where no OER was rendered but one was eligible, contact chains of command responsible for the OER needed to cover the gap. Mandatory reports are mandatory.
   a. Evaluations can be rendered after the fact. They will be processed out of order but end up in the right spots in the OMPF.
   b. If nonrated statement is already in the OMPF an OER can replace the statement.
   c. "Old" reports can be completed on a new form.
   d. Reports are to be a continuous record once the first report has been submitted.
4. For gaps where no OER can be found or rendered, time is considered "nonrated" because there is no performance or potential assessment available to consider. There is no need for a special nonrated time statements unless extenuating circumstances exists.
5. For other documents found missing contact the para #2 email address with the missing document and Eval Systems Office will forward to OMPF custodians for appropriate action.

HRC asks that you email & ask first. That saves time & effort in scanning and helps sto
If the report is already at HQDA level, HRC normally doesn't need another copy.

Find your OMPF:

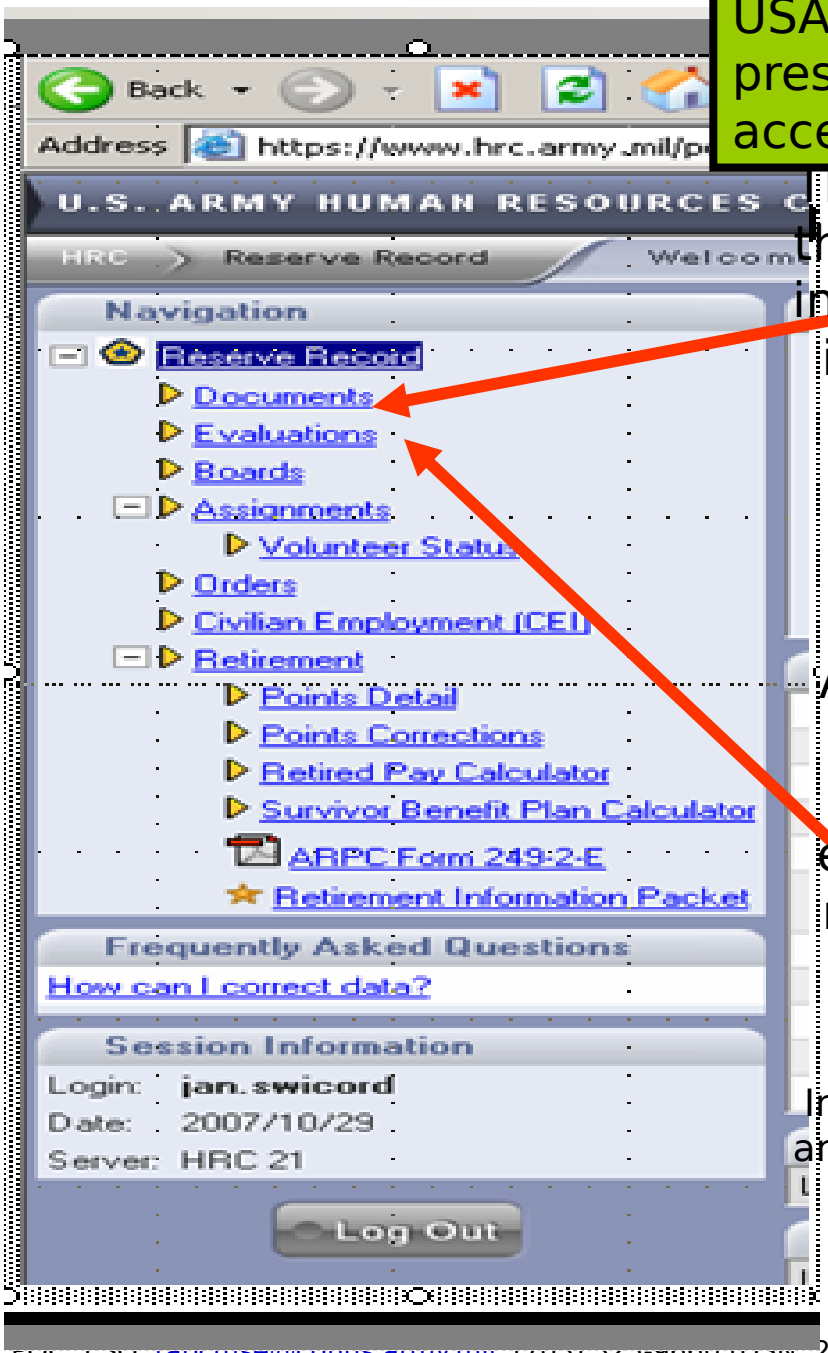


Type in the website address seen here to get to this screen.



Example: Officer has selected (+) to view each of the 25 military evaluations. User can select (-) to collapse list. Officer checks effective date column (which equates to eval THRU date) to validate if all OER rendered are present.

USAR users might get this OMPF presentation depending on website used to access the OMPF:



he DOCUMENTS folder here will take you to the OMPF where you can view all documents in your OMPF. Evaluations are one part of all items in the OMPF folder. Evaluations are added to the OMPF once completed at HQDA level processing.

A (slightly misnamed) EVALUATIONS folder takes you to IWRS. IWRS is an online application with administrative info on evaluations. It reflects all OER information now and after Mar 08 will reflect all OER & NCOER (for RA & USAR) information.

Individual officers might use IWRS to check the status of an OER as it processes at HQDA level. An OER will not be visible in your OMPF until completed; however, it can be tracked while processing at HQDA using IWRS. HR managers have many uses for IWRS.

Cdr, S1, or HR Tasks For OER Validation

1. Ensure every officer checks his or her OMPF and confirms the presence of every military evaluations (OER & AER) as well as other documents. Identify and rectify any gaps or missing evaluations --specifically, follow instructions on previous slide.
2. Use online application Interactive Web Response System (IWRS) to identify any obviously missing gaps or last OER dates on file for the officers who cannot or do not do it on their own. If any gaps are found, follow instructions on previous slide to ask if OER is in-house.

    a. Explanatory information on IWRS follows in subsequent slides.

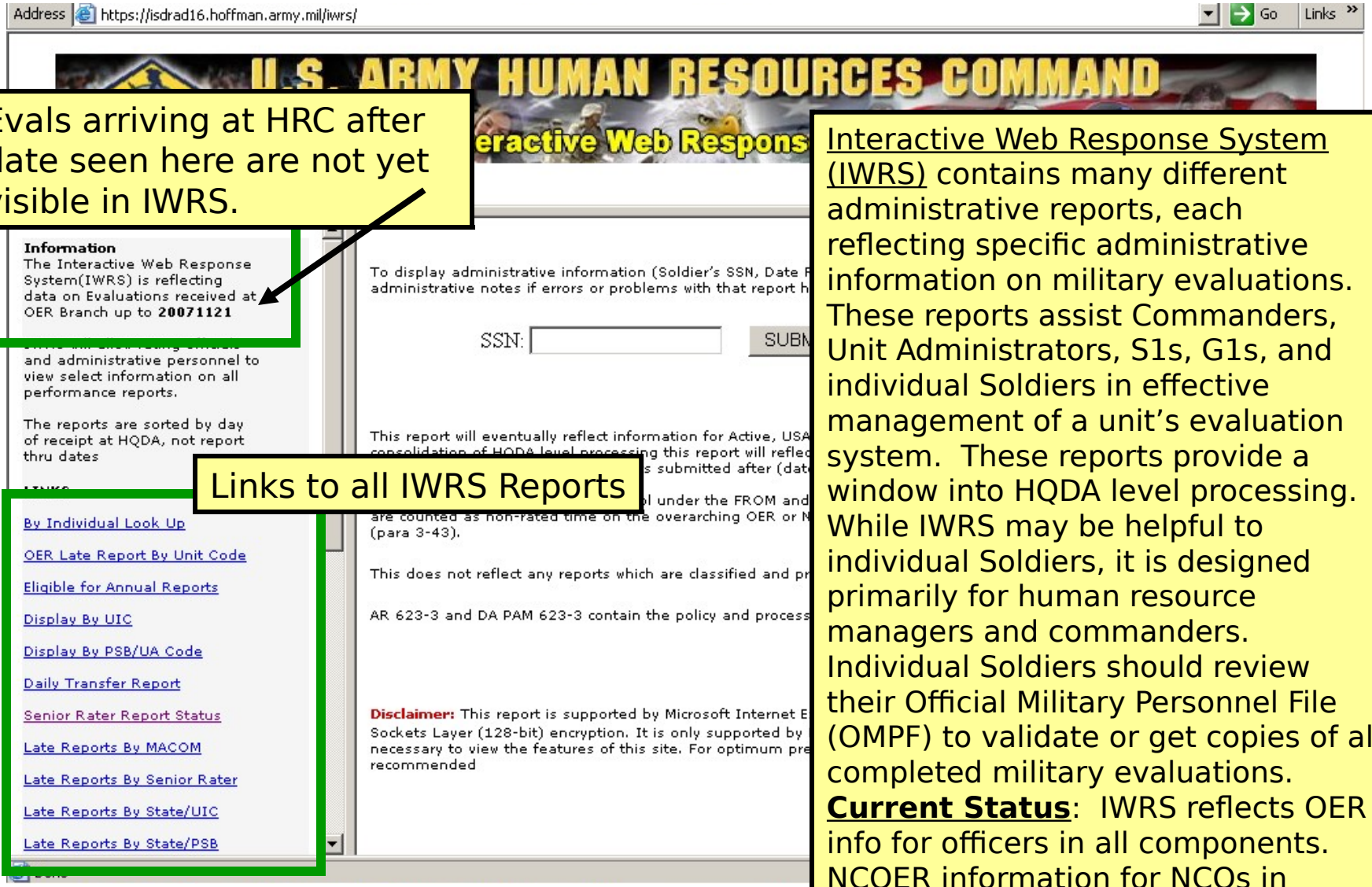
    b. No special access or permission is required to view admin information in IWRS.

    c. IWRS reflects only OER information today but after 1 May 2008 will reflect OER and NCOER (USAR & RA) information.

3. Complete & submit reports using My Forms on AKO that have never been rendered but should have been.
4. Start using My Forms and PureEdge wizard forms to create, digitally sign, and electronically submit evaluations if not already doing so. Electronic submission is mandatory after 1 Apr 08.

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.h
As of: 7 Apr 08

IWRS Basics


Address https://isdrad16.hoffman.army.mil/iwrs/
Go
Links
U.S. ARMY HUMAN RESOURCES COMMAND
eractive Web Respons
Information
The Interactive Web Response System(IWRS) is reflecting data on Evaluations received at OER Branch up to 20071121
and administrative personnel to view select information on all performance reports.
The reports are sorted by day of receipt at HQDA, not report thru dates
To display administrative information (Soldier's SSN, Date
administrative notes if errors or problems with that report h
SSN:
SUBM
This report will eventually reflect information for Active, USA
s submitted after (dat
under the FROM and
are counted as non-rated time on the overarching OER or N
(para 3-43).
This does not reflect any reports which are classified and pr
AR 623-3 and DA PAM 623-3 contain the policy and process
Disclaimer: This report is supported by Microsoft Internet E
Sockets Layer (128-bit) encryption. It is only supported by
necessary to view the features of this site. For optimum pre
recommended
By Individual Look Up
OER Late Report By Unit Code
Eligible for Annual Reports
Display By UIC
Display By PSB/UA Code
Daily Transfer Report
Senior Rater Report Status
Late Reports By MACOM
Late Reports By Senior Rater
Late Reports By State/UIC
Late Reports By State/PSB

Evals arriving at HRC after date seen here are not yet visible in IWRS.

Links to all IWRS Reports

Interactive Web Response System (IWRS) contains many different administrative reports, each reflecting specific administrative information on military evaluations. These reports assist Commanders, Unit Administrators, S1s, G1s, and individual Soldiers in effective management of a unit's evaluation system. These reports provide a window into HQDA level processing. While IWRS may be helpful to individual Soldiers, it is designed primarily for human resource managers and commanders. Individual Soldiers should review their Official Military Personnel File (OMPF) to validate or get copies of all completed military evaluations.

Current Status: IWRS reflects OER info for officers in all components. NCOER information for NCOs in Regular Army and USAR will be available in March 2008.

POC: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https://www.hr b.h
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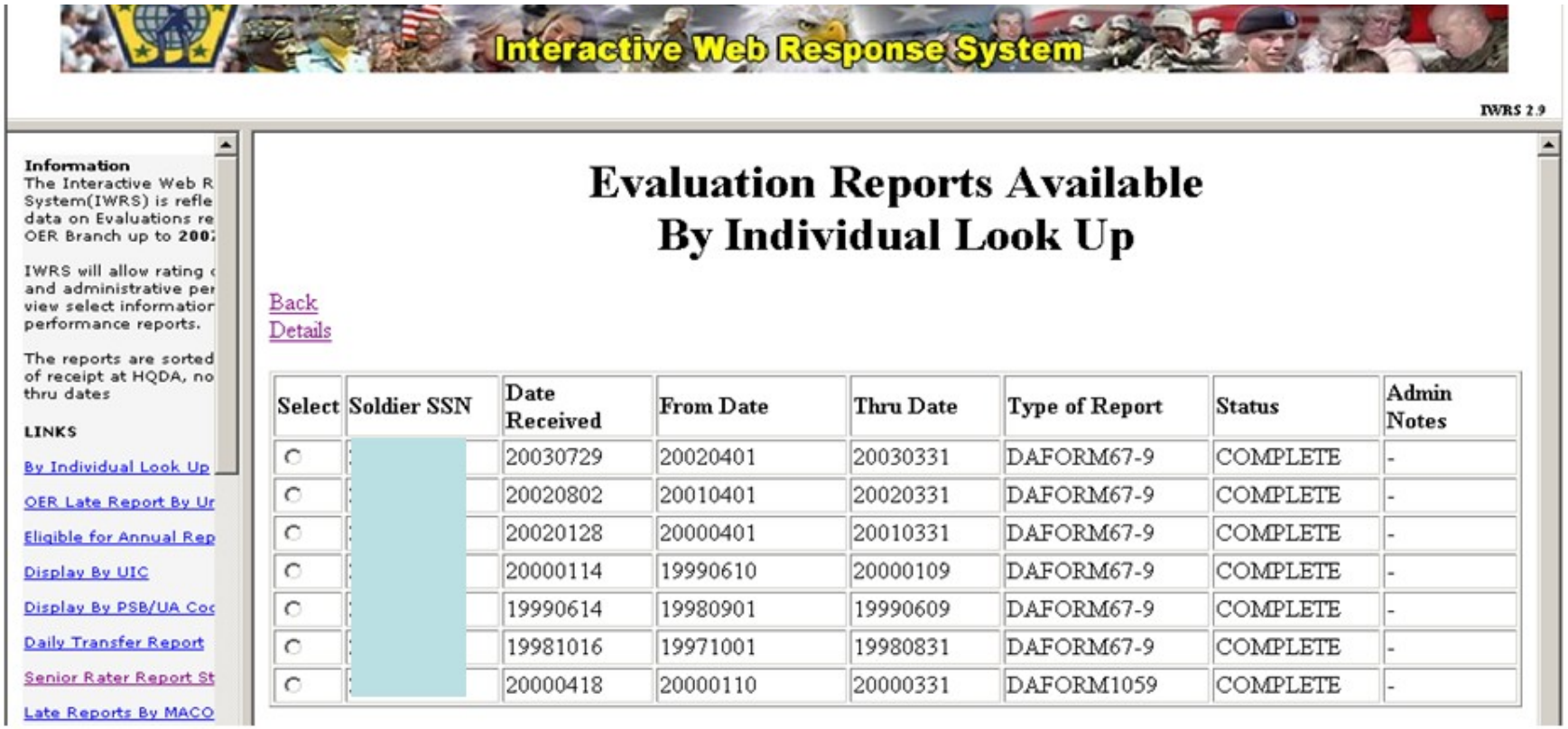
Key IWRS Report: Individual Look Up



Select	Soldier SSN	Date Received	From Date	Thru Date	Type of Report	Status	Admin Notes
○		20030729	20020401	20030331	DAFORM67-9	COMPLETE	-
○		20020802	20010401	20020331	DAFORM67-9	COMPLETE	-
○		20020128	20000401	20010331	DAFORM67-9	COMPLETE	-
○		20000114	19990610	20000109	DAFORM67-9	COMPLETE	-
○		19990614	19980901	19990609	DAFORM67-9	COMPLETE	-
○		19981016	19971001	19980831	DAFORM67-9	COMPLETE	-
○		20000418	20000110	20000331	DAFORM1059	COMPLETE	-

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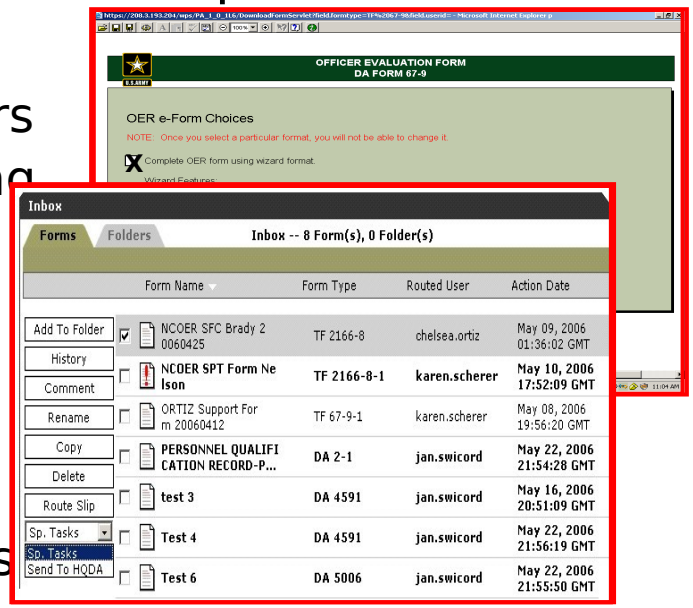
As of: 7 Apr 08

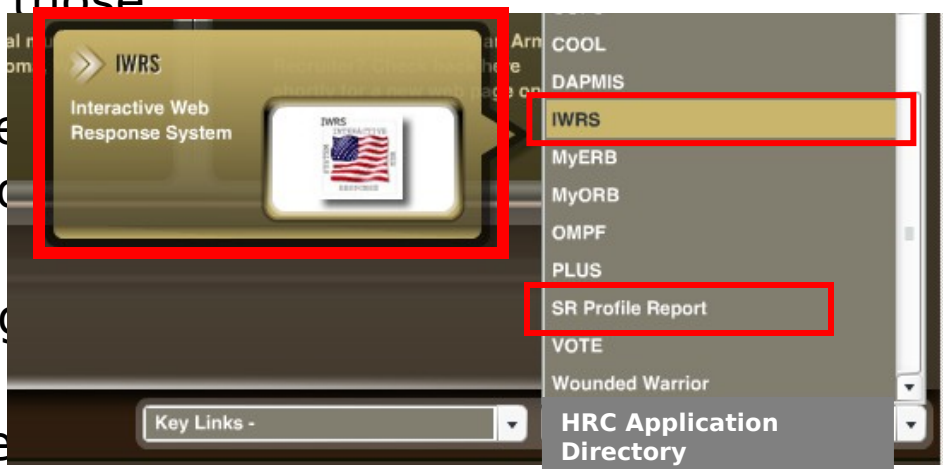
Key Elements for Effective Evaluation Systems

Goal: develop and assess Soldiers; submit reports on time.

Senior Rater's Role – do or ensure:

- Ensure rating schemes are known by Soldiers
- Oversee counseling; participate in counseling
- Use tools & My Forms (red outlines) – the system
  & the wizard questions to enter content.
- Know current THRU dates of reports on file
- Anticipate and project "next" evals.
  - Current thru date on file plus 12 months or known changes of rater.
  - Complete the record dates for those being considered by a selection.
- Notify rating officials of upcoming e
- Track rating officials counseling and reports (use My Forms)
- Follow up on receipt and processing at HRC (using tools)
- Take appropriate action with proble rating officials as necessary.





HRC Website: https://www.hrc.army.mil

Evaluations, Selections, & Promotions Division

Training on My Forms and evaluating in an electronic environment

Address https://www.hrc.army.mil/site/active/tagd/MSD/msdweb.htm
Active
SERVE
SRDC
Homepage
General Information
Points of Contact
Mission / Vision / Functions
Branches
DA Secretariat
Officer Boards
Enlisted Boards
AC Promotions
RC Promotions
Evaluation Systems
Application Links & SOPs
SR-2 OnLine
How to Use Slides
IWRS - OER
What's New!
Evals & My Forms on AKO
Welcome
Contact Us
Evaluations, Selections and Promotions Division (ESP) is a division inside The Adjutant General Directorate (TAGD) of the US Army Human Resources Command (HRC). ESP consists of three (3) major branches and is authorized 203 civilian and military personnel organized around the core personnel functions of evaluations, selections and promotions. In conjunction with Army G1, ESP sets and executes policy concerning AERs, OERs. NC-OERs and promotions for all components.
Automated Applications
AC Board Schedule
RC Board Schedule
AC Promotion Lists
RC Promotion Lists
OER System Information
How to write OER Narratives
How to get Evaluations to the Board File
NCO-ER System Information
Appeals & Corrections
The Initial Evaluation Timeliness Report
Latest Evaluation Initiatives
Information Paper on Single OER Profile
FAQ Single OER Profile
Information Paper on Evaluation Timeliness Report
FAQ Evaluation Timeliness Report

Info Applications

Use this website or HRC home page for information and applications.

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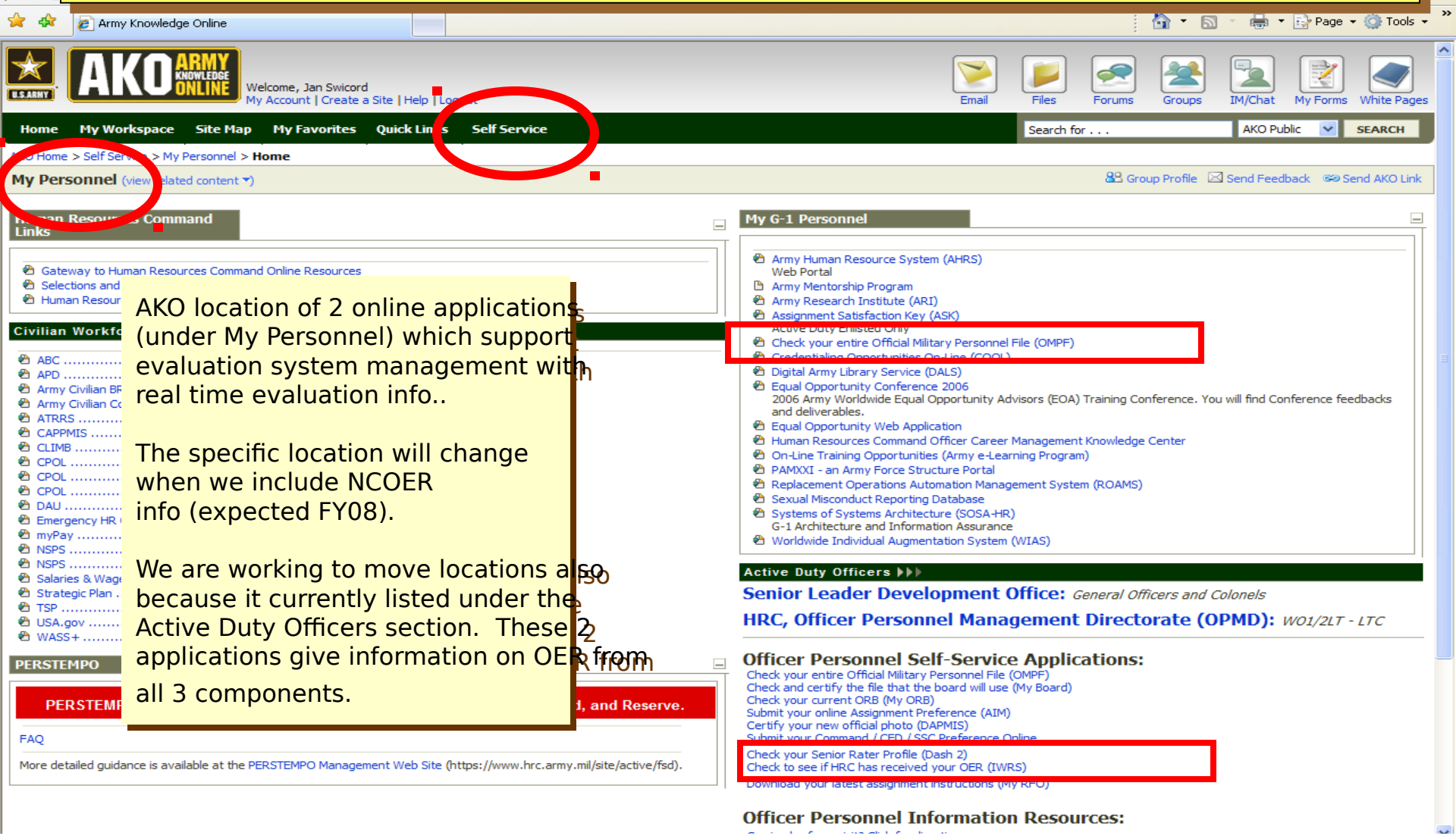
As of: 7 Apr 08

Locating Eval System Help on AKO


Army Knowledge Online
AKO ARMY KNOWLEDGE ONLINE
Welcome, Jan Swicord
My Account | Create a Site | Help
Email
Files
Forums
Groups
IM/Chat
My Forms
White Pages
Home
My Workspace
Site Map
My Favorites
Quick Links
Self Service
Search for . . .
AKO Public
SEARCH
Home > Self Service > My Personnel > Home
My Personnel
Group Profile
Send Feedback
Send AKO Link
Command Links
Gateway to Human Resources Command Online Resources
Civilian Workfo
PERSTEMPO
FAQ
More detailed guidance is available at the PERSTEMPO Management Web Site (https://www.hrc.army.mil/site/active/fsd).
My G-1 Personnel
Army Human Resource System (AHRS) Web Portal
Army Mentorship Program
Army Research Institute (ARI)
Assignment Satisfaction Key (ASK)
Check your entire Official Military Personnel File (OMPF)
Digital Army Library Service (DALS)
Equal Opportunity Conference 2006
2006 Army Worldwide Equal Opportunity Advisors (EOA) Training Conference. You will find Conference feedbacks and deliverables.
Equal Opportunity Web Application
Human Resources Command Officer Career Management Knowledge Center
On-Line Training Opportunities (Army e-Learning Program)
PAMXXI - an Army Force Structure Portal
Replacement Operations Automation Management System (ROAMS)
Sexual Misconduct Reporting Database
Systems of Systems Architecture (SOSA-HR)
G-1 Architecture and Information Assurance
Worldwide Individual Augmentation System (WIAS)
Active Duty Officers
Senior Leader Development Office: General Officers and Colonels
HRC, Officer Personnel Management Directorate (OPMD): WO1/2LT - LTC
Officer Personnel Self-Service Applications:
Check your entire Official Military Personnel File (OMPF)
Check and certify the file that the board will use (My Board)
Check your current ORB (My ORB)
Submit your online Assignment Preference (AIM)
Certify your new official photo (DAPMIS)
Check your Senior Rater Profile (Dash 2)
Check to see if HRC has received your OER (IWRS)
Officer Personnel Information Resources:

AKO location of 2 online applications (under My Personnel) which support evaluation system management with real time evaluation info..

The specific location will change when we include NCOER info (expected FY08).

We are working to move locations also because it currently listed under the Active Duty Officers section. These 2 applications give information on OER from all 3 components.

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As of: 7 Apr 08

Bottom line for S1/HR Managers: staying out of trouble in the evaluation business

1. Keep and maintain rating schemes.
   - Note job changes, incoming, departing, & promotions (to include those promotable and serving in next higher grade positions)
   - Use online tools to track & project the "next report"
2. Keep commanders/senior raters involved; it's their system.
   - They develop and effectively communicate a rating philosophy
   - They focus on proactive actions (counseling, development)
3. Use online tools & electronic means & forms wizards to prepare counseling and assessments (evaluations).
4. Don't sign, or have Soldiers sign, blank forms. Rated officer signs last. Digital signatures record actual dates of signature. This is a good thing!
5. Don't present false information. Reports are snapshots in time.
   - Every action has an impact (whether you see it or not)

Information Sources

1. **AR 623-3 and DA PAM 623-3**
2. **My Forms wizard form formats and AKO forms portal**
3. **Evaluation Systems Office homepage: see POC information**
4. **Online applications and tools – IWRS for all component OER and after 1 May 2008 for AC & USAR NCOER information.**
5. **Human Resources Command offices:**
   - **Policy: (703) 325-9660 (DSN: 221), tapcmse@conus.army.mil**
   - **Appeals & Corrections: (703) 325-8642 (DSN: 221)**
6. **AKO My Forms Portal Assistance: apdfcmp@hqda.army.mil, (703) 428-0545**